DOCUMENT RESUME

ED 454 878 IR 058 170


AUTHOR Cox, Richard J.
TITLE Managing Records as Evidence and Information.
ISBN ISBN-1-56720-231-4
PUB DATE 2001-00-00
NOTE 243p.
AVAILABLE FROM Quorum Books, An imprint of Greenwood Publishing Group, 88 Post Road West, Westport, CT 06881 ($67.95). Web site: http://www.greenwood.com/.
PUB TYPE Books (010) -- Opinion Papers (120)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Archives; Information Dissemination; Information Management; *Information Policy; Information Sources; Information Technology; *Library Policy; Organizational Objectives; Policy Formation; *Records Management



ABSTRACT

For the past three decades, policies regarding a variety of information issues have emanated from federal agencies, legislative chambers, and corporate boardrooms. Records policies are critically important for records professionals to develop and use as a means of strategically managing the information and evidence found in the millions of records created daily, provided that the policies are based on comprehensible principles. This book is not a compendium of policies to be used, but rather an exploration in a more detailed fashion of the fundamental principles supporting the setting of records policies. It is a series of discourses on the fundamentals of archives and records management needing to be understood before any organization attempts to define and set any policy affecting records and information. The chapters concern defining records; how information technology plays into policy compiling; the fundamental tasks of identifying and maintaining records as critical to records and information policy; public outreach and advocacy as a key objective for such policy; and the role of educating records professionals in supporting sensible records policies. Includes an index. (AEF)



Reproductions supplied by EDRS are the best that can be made from the original document.